

~~SECRET~~

Approved For Release 2000/08/29 : CIA-RDP79-01041A000100040008-3

DAILY DIARY

Assistant to DD/I (Admin.)

10 February 1954

Noted by *g/b/j*

FEB 11 1954

Noted by *g/b/j*

MAR 4 1954

25X1A9a

1. Concurred in and referred to DD/P (Admin.) the request for recruitment and assignment of [REDACTED] as Strategic Intelligence Staff Officer in the China Command in accordance with the agreement reached between [REDACTED]

25X1A9a

25X1A9a

25X1A7b

25X1A7b

3. Held a Space Meeting with representatives of General Services and the DD/I offices concerned. After thorough discussion of the alternative plan proposed by General Services, agreement was reached to accept the basic plan as originally proposed by the DD/I area. It was found that the General Services Plan would save only about \$7,000 with the disadvantages of preventing the desired move of the Special Register to more adequate space as well as the desired relocation of the present OCI units from the 1st to the 2nd floor. Agreement was reached that the mailroom and cable secretariat would be retained in their present space with the barrier being established outside these units on the 1st floor in the front of Que to provide access to the present corridors and stairways involving the 1200 Wing.

25X1A9a

4. Held a meeting with representatives of ORR, OCD, and the Comptroller to discuss possible simplification of the accounting requirements at overseas locations in the procurement of maps and publications. [REDACTED], of the Technical Accounting Staff, agreed to make a study of the problem and to develop a proposal for our consideration.

25X1A9a

5. Had lunch with [REDACTED] who is in charge of administering the Insurance Programs for the Agency, to discuss various problems in this field including collections for Group Hospitalization, encouraging the taking out of life insurance by personnel prior to overseas travel etc. It was agreed that a procedure would be devised to assure that as part of the travel processing that the insurance would be discussed with the individual and a certification secured in the event the individual did not avail himself of the special Agency policy.

25X1A9a 25X1A9a

6. Visited Barton Hall with [REDACTED] to inspect the space being made available for OSI. [REDACTED] indicated their approval of the layout and seemed to be very pleased with the facilities. The Department of Defense is now vacating the building and it will be possible to begin alterations at an early date.

25X1A9a 7. Attended the meeting of the Incentive Awards Committee, chaired by [REDACTED] at which action was taken on 15 Agency Subjects.

25X1A9a

~~SECRET~~

100040008-3